



Pou Ārahi Arotake | Assistant Director, Academic Quality Agency for New Zealand Universities

- Work across the university sector in Aotearoa New Zealand
- Guide AQA's intent to become a good te Tiriti partner
- Support quality assurance and quality enhancement to reflect and respect te ao Māori.

Ko wai mātou – Who are we?

The Academic Quality Agency for New Zealand Universities (AQA) is an operationally independent entity that undertakes quality assurance of universities in Aotearoa NZ and supports quality enhancement across the university sector. AQA is a small organisation that consists of a Board, a Secretariat (2 FTE) and a Register of Auditors and Reviewers.

He angitūtanga: The opportunity

Although AQA recruits and develops academic auditors to undertake quality assurance, this role is situated in the head office and will work closely with the Executive Director. Because the organisation is small, key responsibilities include:

- Guide and support AQA's intent to become a good te Tiriti partner and bring this contribution to strategy development, policy, and practice for the organisation.
- Support academic quality activities including academic audits and developing guidance for auditors and other groups.
- Contribute to the development and implementation of communications and engagement strategies.
- Undertake analysis and develop reports.
- Organise events and manage communications activities.
- Undertake some administrative tasks, including taking Board minutes and organising travel and accommodation for academic audits.
- Deputise at times for the Executive Director.

The role is based in Wellington. There is provision for flexible working but the person in the role would be expected to be physically present in the AQA offices at least 50% of the time. This is a full-time role but we would be happy to discuss a part-time option. We would also be happy to discuss a secondment from another organisation.

We honour te Tiriti o Waitangi, accord value to te ao Māori, and respond to the needs of Māori. You will facilitate the training and development of staff and auditors.

He kōrero mōu: About you

Applicants for this role should have, or be prepared to develop:

- Understanding of working in a te ao Māori / Tikanga environment, a degree of fluency in te reo Māori is an advantage, but not a requirement.
- Ability to show te Tiriti o Waitangi principles in practice.
- Ability to build and maintain key relationships with key Māori and non-Māori stakeholders that will support academic quality activities including academic audit.
- Familiarity with university teaching and learning and ideally experience with academic quality.
- Strong communication (written and oral), organisational and self-management competencies and a high level of attention to detail, accuracy and meeting deadlines.
- Experience in analysis (particularly qualitative analysis) and report writing.
- Some experience with strategy development and supporting organisational development and practice change.
- Proactive approach to problem solving, commitment to continuous improvement and flexibility.
- A Bachelor's degree and preferably a postgraduate qualification.
- Able to travel nationally for periods of 2-4 days up to 4 times a year.
- Preferably some experience with website content management.

Ngā āhuatanga kei a mātou: What we offer

The salary compares to Step 2 on the academic lecturer scale or a senior policy analyst. We intend to pay \$85,000 FTE.

Tono mai: Apply now

If you have the required experience, we want to hear from you. Please email your application and current CV to director@aqa.ac.nz by **31 January 2022**.

AQA is an equal opportunity employer (EOE) and we are committed to providing a working environment that embraces and values diversity and inclusion. If you have any support or access requirements, we encourage you to advise us at the time of application to assist you through the recruitment process.